June 2002

Recruiter

The magazine for the Air Force recruiting professional

Tied to IT

Peak Performers

Top EA Recruiters

Name	SQ/FLT	Net Res	Goal %
TSgt Roger Berry	344/F	6	600%
TSgt Rodney McDaniel	343/E	10	500%
TSgt James Lindsey	344/A	5	500%
SrA Jose Rodriquez	369/E	4	400%
SSgt James Black	330/D	4	400%
SSgt Marla Hannah	336/F	4	400%
SSgt Willie Blow	337/A	4	400%
SSgt Ronald Lambert	337/H	4	400%
SSgt Edward Griffith	338/F	4	400%
SSgt Jeffery Hackwort	338/G	4	400%

Top Flight Chiefs

Name	SQ/FLT	Net Res	Goal %
SMSgt Tony Parham	331/C	26	236%
TSgt Reginald Destin	341/C	15	188%
MSgt Nolan Hoshino	361/D	24	184%
MSgt Norm Selbe	317/G	24	171%
MSgt Jerry Gadek	361/A	24	171%
MSgt Terry Vandercook	339/A	15	167%
TSgt Robert McClelland	344/F	25	167%
MSgt Pam Jones	364/C	26	163%
MSgt Anita Wall	337/E	21	162%
MSgt Wayne Cagle	361/B	21	162%

Top OA Producers

	Physician	Nurse	Dental
1st Place	333	348	364
2nd Place	348	349	367
3rd Place	313	362	345
4th Place	361	332	330

Cover photo: Col. Patricia Priest, Air Force Recruiting Service, Information Systems Division chief, demonstrates just one of the ways AFRS members may feel tied to IT. Photo by Master Sgt. David W. Richards

AFRS Spotlight

Name: Louise Spoolstra, GS-5

Organization: Flight secretary, 339th Recruiting Squadron, F Flight, Grand Rapids, Mich.

Prior Career Field: Stenographer for the Army, Homemaker

Time in AFRS: 17 years

Hobbies: Antiquing, traveling and reading

What is your personal motto? Whatever you do — do your best.

What inspires you to do what you do? I really like my job and the people I work with. I like that we help young people gain a career.

What are your personal and career goals: I hope to work three more years until I am 70, and then buy a condo, do some traveling and volunteer work, and enjoy my 13 grandchildren.

Is there anything you would like to change about your job? I am always sad when people get reassigned and leave, but then I keep getting great people to take their place.

What is the best advice you have ever received: To remember — "This, too, shall pass."

General Rice takes command of Recruiting

By Senior Airman Marti D. Ribeiro
Air Force Recruiting Service

Brig. Gen. Edward A. Rice, Jr., took command of Air Force Recruiting Service from Brig. Gen. Duane W. Deal during a change of command ceremony May 6 at Randolph Air Force Base, Texas.

General Rice, the former commander of the 28th Bomb Wing, Ellsworth AFB, S.D., has made it his job to help recruit today's quality airmen. With AFRS exceeding the enlisted contract goal for Fiscal Year 2002, the general steps into an organization that he says is pointed in the right direction.

"It's great to step into an organization that's in good shape," he said. "It provides the opportunity to build on an already solid foundation."

General Rice looks to improve in hard-to-recruit Air Force specialties like pararescue, combat controllers and linguists, and in geographic locations where recruiting is below AFRS goals and objectives.

He sees his challenges as "ensuring resources, especially people and recruiters, are at the levels we need and finding innovative ways to stay competitive.

"AFRS is in great shape, I'm very pleased," he said.

General Rice never thought he would be a part of AFRS, but is glad he's here. Having only dreamed of becoming a U.S. Air Force Academy cadet, the 1978 Academy Distinguished Graduate never thought he would be responsible for recruiting tomorrow's airmen.

The general lived closer to his recruiter than most people. In fact, they lived in the same home. The son of an Air Force officer, his family was stationed in Colorado Springs, Colo., where his father was offered a teaching position at the Academy.

"He brought home some Academy literature when I was 8 or 9 and it became my dream to be an Academy cadet," General Rice said. "I didn't know what I wanted to do in the Air Force, I just knew I wanted to be a cadet."

Brig. Gen. Edward A. Rice Jr., new Air Force Recruiting Service Commander, receives a recruiting service badge from Chief Master Sgt. Ken Kowalski, AFRS Command Chief, at a change of command ceremony May 6 at Randolph Air Force Base, Texas.

General Rice has held a number of operational positions including commander of the 34th Bomb Squadron, Castle AFB, Calif., and commander of the 552nd Operations Group, Tinker AFB, Okla. He has also served in a variety of staff positions from the Pentagon to the White House.

The day after taking command of AFRS, General Rice was named Air Combat Command's top wing commander and winner of the 2002 Moller Trophy.

According to the general, participating in operational duties has been the highlight of his career. "I got to do what I've been trained for my entire career," he said.

The general believes leading by example and making sure people have a clear understanding of the mission and their role is extremely important in being successful.

"I also believe in holding people accountable for their actions and rewarding those who exceed expectations," he said.

His message to recruiters —"you're hitting home runs, keep it up!"

Tied to IT

By Col. Patricia Priest
Air Force Recruiting Service

"Tied to IT" is exactly how you feel if you work in AFRS. Overwhelming, as it may seem initially, information technology remains at the forefront of our daily work. You wake up every morning looking forward to getting to work (if you can wait that long) to power up your laptop to see who may have e-mailed you, check your calendar for the day, who may have a waiver approved you can work, how many applicants are on the floor at the MEPS, how your DEPs are doing, etc.

On the road, you're on your cell phone talking to prospects and nurturing applicants. You may even have a personal digital assistant that ties into your computer to keep your appointments up-to-date or take notes on potential recruits.

No matter what piece of information technology you use or whether you consider yourself a "techie," there are a significant number of people waking up with you to ensure your systems stay up and running — they are your group and squadron systems administrators and the 60 plus people in the Information Systems Division at the headquarters.

We are excited about the prospects for your future in IT. You'll read an article in this *Recruiter* about our new IT Council, your representatives that speak on where you want AFRS to head with IT. You'll learn about the new Common Access Card being issued at all bases. You'll also read about practical advice, like how to help yourself without having to make that call to the Help Desk; how to improve the performance and life of your equipment by simply cleaning up old e-mails and files from your hard drive; how to prevent viruses from infiltrating your home computer by using authorized software we'll give you; and how to stay legal with software we haven't given you.

The past few years the division has been purchasing laptops and printers for production person-nel. Recently, HQ AFRS made the decision to consolidate equipment funds, which means the Information Systems Division will be purchasing IT equipment for the entire field. The decision benefits the field by standardizing system configuration and upgrading systems that still carry Windows 95 to comply with the new Air Education and Training Command standard of Windows 2000. And another obvious benefit is we get more "bang" for the buck—last year we saved the command more than $60,000 on a purchase of 160 computers (the equivalent of 45 desktops). As you know, the systems we've been purchasing for you have been high-end systems, purchased from well-known vendors (IBM and Dell) and covered by warranties. And we continue to research systems to ensure you are getting state-of-art equipment with which to accomplish your job.

What else do we have on the horizon? Without doubt, we'll keep AFRISS improvements as our No. 1 priority — it's our "central nervous system," and we know its importance to you in accomplishing your mission. Also, improving communications is another major part of what we all do — nationwide digital subscriber lines, cable, and cell phone contracts are avenues for improvement being researched now.

We also have other projects you may not realize we're working on and may never use at the field level, but will certainly benefit our command as a whole. For example, the AFRS Data Warehouse project has been underway since November 2001. Data warehousing provides statistical, analytical, and spontaneous query support, preparing AFRS leadership to make critical decisions affecting increased productivity and effectiveness, while ensuring the Air Force continues to access the highest quality people and meet accession goals in the most effective manner.

No matter what we do or what you see, be assured we know you are our customers and will continue providing you with the tools you need to make goal. But there is a higher calling we all adhere to — providing our warfighting commanders with qualified airmen to accomplish the Air Force mission—a very fulfilling and satisfying feeling when you think of it. Good luck to all of you in accomplishing your mission.

Software licenses ensure you are legal

By 2nd Lt. Jason L. McCree
Air Force Recruiting Service

With every click of your mouse and stroke of your keyboard, you could be breaking the law, if you are violating a copyright by using illegal software.

"Copyright law violations are civil and criminal offenses," said Capt. Ron Daskevich, Air Force Recruiting Service information technology branch chief. "A software license is a contract between the software publisher and the user that instructs and limits software use. When software is purchased, a license is also acquired to use the software."

"All software installed on government computers must be authorized for government use," said Captain Daskevich. "Only a letter from your commander can permit unauthorized software."

"Software licenses provide a means of software identification," said Master Sgt. Ray Fender, AFRS network section chief. "This identification is to ensure computer software is not used in a method that violates copyright laws."

The four common copyright law violations are using a disk to install programs without the supporting licenses, copying disks for installation and distribution, downloading unauthorized software, including shareware, from the Internet and exchanging program disks between the workplace and home, Captain Daskevich said.

The U.S. government is the world's largest purchaser of computer hardware, software and services - employing over $20 billion in computer services and procedures. The government uses this to ensure employees do not acquire, reproduce, distribute, or transmit computer software in violation of copyright laws.

"If you are not sure whether you're legal," Captain Daskevich said, "a good rule of thumb is remove the program if it is not used to help accomplish the Air Force mission."

License Categories

Individual - Individual licenses are designated for one user. An example of software you might have an individual license for is Adobe Acrobat.

Concurrent (metering) - Concurrent licenses are designated for 10-20 software users - about the size of a flight. An example of software with a concurrent license is Calendar Creator Plus.

Site License - Site licenses are designated for larger organizations, made up of 5,000 – 10,000 users - about the size of a command such as Air Force Recruiting Service. An example of software with a site license is WinZip.

Enterprise License - Enterprise licenses are designated for more than 50,000 users - about the size of a command such as Air Education and Training Command. An example of software with an enterprise license is Microsoft Office 2000.

Help desk ready to solve computer issues
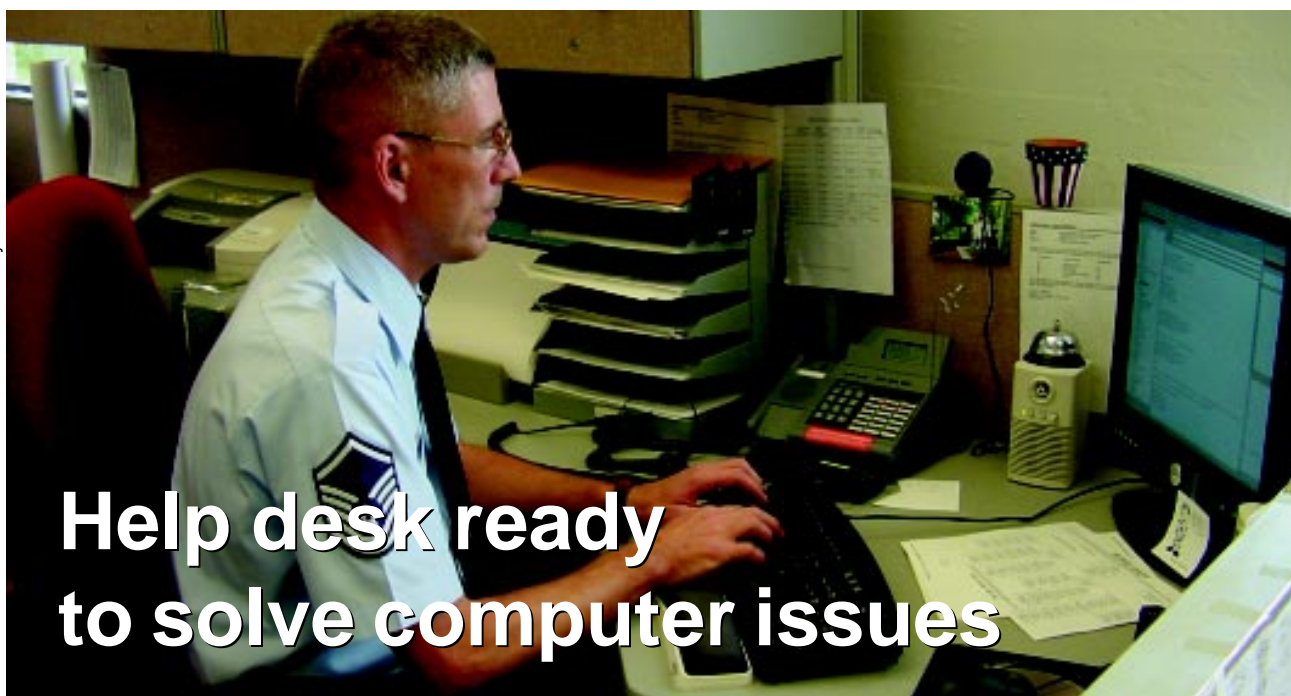
Master Sgt. Daniel McKee, Air Force Recruiting Service Help Desk, assists customers with computer problems.

Whether it's e-mail, AFRISS, PROMIS, MILMOD, hardware trouble shooting or telephone connections, the Air Force Recruiting Service Help Desk is ready to take your call and help you with your computer problems.

The team of Master Sgt. Dan McKee, Tech. Sgt. Jesse Romero, Tech. Sgt. Kirk Clement, Staff Sgt. Michael Waddle, Staff Sgt. Jennifer Martin and Senior Airman Jon Singletary is available 7 a.m. to 7 p.m. CST, Monday through Friday to take calls. They are also open from 10 a.m. to 2 p.m. any Saturday the MEPS are open.

"We are here to help recruiting service with all types of IT problems or telephone connections," Sergeant Waddle said. "We also answer a lot of general questions for recruiters about their computers."

"Our most frequent calls are about e-mail problems, and AFRISS being down," Sergeant Clement said. "Most of the time we send out an e-mail when AFRISS is down, so recruiters should always check their e-mail before they call."

Here are some other frequent questions recruiters and support staff ask, with their appropriate answer. Next time you have a problem, running through this list may save you a call to the Help Desk.

Q: Where do I find the Application and Party numbers?

A: To find the Application and Party numbers select the applicant, and at the top of the window, click "Help," then "Debug."

Q: I can't get to the Personal Interview Record workflow, credit check, etc. I was just in it, but now I don't get the workflow as one of my options.

A: The problem is that the system has cached the workflow. Notice that the scroll bar on the far right of the screen can be moved up or down. Go over to the scroll bar and move it up or down, your lost workflows should appear.

Q: I created the lead as non-prior service, but the applicant is prior service (or I need to change the program to something else).

A: Call the Help Desk with the Applicant number. Make sure when building new applicant files to always chose "Air Force Active," then the appropriate program.

Q: I am trying to run a waiver on an Applicant, and it won't initiate in Record Actions.

A: Select the Applicant; click "Print," "Applicant Reports," then "Applicant History Chronology." Check to see if the waiver has already been initiated, if not, make sure you have answered all of the questions in that workflow. If the waiver has been initiated before

or you answered all of the questions and it still does not initiate, call the Help Desk with the Applicant number and request to have the waiver reset.

Q: I can't release the case file to MEPS.

A: Once the case file has been released, it never needs to be released again. If you are working an Applicant and can't release case file, click "Print," "Applicant Reports," then "Applicant History Chronology." Check to see if the case file has ever been released before.

Q: My Applicant or DEPper got married/divorced, how do I change the last name?

A: Select the Applicant, go to the PIR workflow enter information in the "Name Use History Screen." The name selected as the "Entrance Name" will be the name that appears on all forms.

Q: I can't see (or the MEPS is not seeing) the Social Security number.

A: Check under the PIR workflow, "Personal Descriptive Info," and ensure the confirmed Social Security Number is entered and saved.

Q: The MEPS is not seeing the casefile.

A: Check under the PIR workflow, "Designate MEPS," and ensure the correct MEPS is selected.

Q: I can't load contact details for personal references.

A: When loading personal references, you must hit save before hitting contact details.

Q: I loaded the wrong SSN and it won't allow me to change it.

A: Call the help desk and provide the correct SSN.

Q: I accepted a school that was previously owned by another RIC but I'm not getting all of the leads.

A: If you accept a school that was previously owned by another RIC, you must hit the "Claim Leads" to accept all of the leads.

Q: DEPpers won't leave my bucket.

A: Do not close DEPpers when they go EAD. MEPS will confirm they have shipped and this will trigger them to fall into the EAD Confirmed filter.

Q: I can't get back to the CCMAPPEDS screen, but I need to enter the Applicant's height/weight.

A: Once you complete the casefile, and need to go back and change or correct information, you can work through the screens from the main work screen of AFRISS.

Quality control check won't pass

Q: Applicant's personal information needs a middle name.

A: Check in "Name Use History," applicant must have an entrance name. Entrance name will include first, middle and last names.

Q: Need citizenship documents.

A: All Applicants from another country can be aliens of the United States but must also be citizens of whatever country they came from.

Q: No high school loaded.

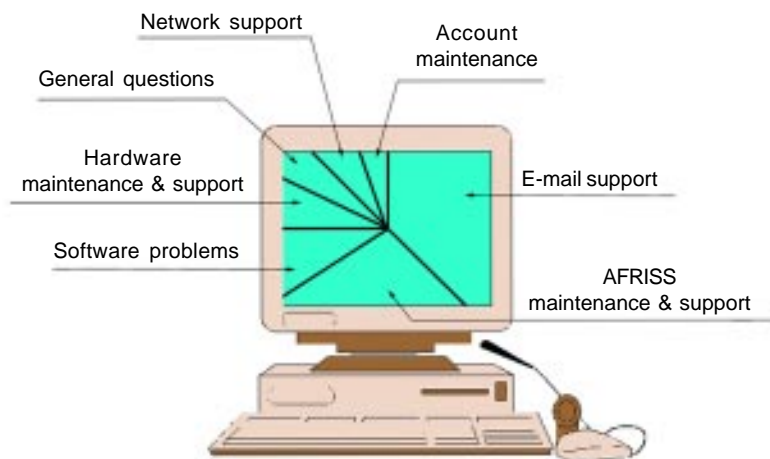A: No matter what the education level is, you must load a high school.

Q: Divorced applicant information.

A: Must also have marriage license. You have to show married, to show divorced.

Help!

Need help with e-mail? You are not alone. The majority of calls that come into the AFRS Help Desk are for e-mail support, followed closely by AFRISS maintenance and support. Next time you need help with your computer, call the Help Desk at (210) 652-2251.

Graphic by Staff Sgt John Asselin
Source: AFRS Help Desk

Network support
Account maintenance
General questions
Hardware maintenance & support
E-mail support
Software problems
AFRISS maintenance & support

Q: Applicant born abroad to U.S. parents documents.

A: Load FS240 in Document Suspense Screen.

Q: Checking citizenship documents on mother, father, etc., no documentation record found.

A: Check address information, if person is listed as having a U.S. residence but is not a resident of the United States, AFRISS wants to know how they are legally living in the United States without documentation (passport, etc.).

Q: Errors loading employment and unemployment data.

A: The biggest error with loading employment deals with unemployment. To load unemployment data, choose unemployment, load the dates, click on references, load the reference name, then make sure you hit the "Use the Organization Address", before hitting contact details.

Q: Other civil actions information – civil court screen, no supporting information found.

A: Answered "Yes" to civil court question, need to answer "No."

Q: Applicant's personal information needs a middle name.

A: Check that Name Use History is entered as entrance name and not alias.

Q: Wages garnished information – civil court screen, no supporting documentation found.

A: Choose "Yes" for wages garnished. If not applicable, change to "No."

Q: Checking marriage documents, must have a citizenship record.

A: Spouse probably does not show a citizenship of any country, just alien of the United States. Needs to be a citizen of somewhere.

Q: Employment history for period starting on – DD MMYYYY, employment address street cannot be blank.

A: Delete workplace entry (red X next to Row), and re-enter information.

Q: Applicant's marital information needs a maiden first, middle and last name.

A: Married name must be entrance name (Name Use History) and maiden name changed to alias, reason: maiden.

Q: Applicant's marital information, SSN must be 9 characters – none.

A: Spouse's SSN not entered under PIR workflow, PIR marital and dependency questions, question No. 4 must be answered.

Q: Applicant's marital information, SSN cannot contain the same nine digits – 111111111.

A: If you don't have the SSN, you cannot use the Applicant's SSN nor can you put in the same number 9 times; try using the Applicant's SSN in reverse.

Q: Character reference info, applicant must have at least three character references that span the last five years.

A: Delete "to" dates.

Q: Applicant's marital information, there was no spouse found or no date of birth was entered for spouse.

A: Under family and associates workflow, spouse – contact info, enter place of birth and current residence.

Resetting your e-mail password

All AFRS passwords must be a least eight alphanumeric characters (upper and lower case) with at least one special character and one number.

To change your e-mail password, follow the steps below:

• Log into one of the Outlook Web Access web pages, 360th Group https://afrsmail1360.rs.af.mil/exchange 367th Group https://afrsmail1367.rs.af.mil/exchange 369th Group https://afrsmail1369.rs.af.mil/exchange 372nd Group https://afrsmail1west.rs.af.mil/exchange
• At the Yellow MS Outlook Web Access page, log on using your user name (first.last@rs.af.mil)
• Once you get to the grey login box, enter firstname.lastname for the user name and then tab and enter your password
• Once in e-mail, click on the Options icon on the left side
• Click on the change password button (you may need to scroll down to see it)
• You will then get the Internet Service Manager window
• Change the domain to read AFRS, enter your firstname.lastname as the account, then your old and new passwords

Your carelessness is contagious

By Senior Airman Marti D. Ribeiro
Air Force Recruiting Service

One careless click of the mouse can infect your computer with a dangerous virus. It's up to Air Force personnel to stay vigilant so their carelessness doesn't cause preventable damage.

"The user is the first line of defense against viruses," said Master Sgt. Mario F. Duarte, chief, information protection section. "We have to treat our computers like weapon systems – we must have a high regard for the sensitive information we're responsible for."

Every day, Air Force Recruiting Service systems are hit with a variety of computer viruses from e-mail, disks and the Internet. To prevent these viruses from infecting AFRS systems, the information protection section makes sure all workgroup managers and system administrators have the current antivirus software.

The Department of Defense purchased a contract with Symantec, the makers of Norton Antivirus and Network Associates, the makers of McAfee Antivirus for all government computer systems. For those that take their work home with them, this contract also allows personnel to install antivirus software on their home computers — preventing a virus from being transferred from home to work.

DOD civilians, active duty and reserve members are authorized to take the antivirus software home and install it on their computers. To get a copy of the current antivirus software, request a CD from your workgroup manager or system administrator. If you are on base, you can also get a copy from your base communications squadron or download it from the public folders. If you have a ".mil" connection, you can also download it from the DOD CERT website, www.cert.mil.

"Not having an antivirus program on your computer puts all of us in jeopardy," said Staff Sgt. Timothy McVey, information protection manager.

If you think your computer has been infected by e-mail, floppy disks or another source, contact your local workgroup manager or system administrator first. Make sure you know what version of Norton or McAfee you have, the signature file date, and if known, the source of the infection: e-mail, disk or website. If you cannot reach your local workgroup manager or system administrator, call the AFRS information protection section at DSN 487-6555 or (210) 652-6555.

For general questions about computer protection, e-mail AFRS at afrsia@rs.af.mil.
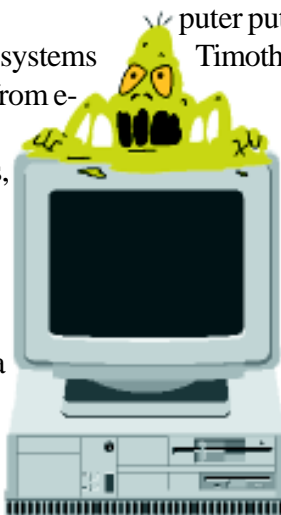
A sheep in wolf's clothing

Many of you have received at least one e-mail from a well-intentioned friend or relative warning you about the latest scary computer virus. These e-mails also warn you not to do something lest you become ill, or worse, die. These e-mails may seem harmless, coming from someone you know, but it may have other vicious intentions. These e-mails are known as virus hoaxes and urban legends. Below are their brief definitions:

Virus hoax - An intentionally deceptive warning circulated by e-mail about a nonexistent computer virus threat.

If you get a message from a friend or relative warning you about the latest computer virus, please do not send it out to everyone you know. If you are concerned that it may be a real virus, forward to your unit COMPUSEC manager. They will research the information and get back with you. If you sent them a hoax virus, they will let you know. If it is a real virus, they will contact the wing or MAJCOM COMPUSEC manager as well as informing the Air Force Computer Emergency Response Team.

Urban legend - A popular story - humorous, sad or horrifying and often taking the form of a cautionary tale - which is told as if true but with no supporting evidence other than attribution to a second- or third-hand ("friend of a friend") source.

If you get an urban legend forwarded from a friend or relative, please do not forward it to everyone you know. Check with your unit COMPUSEC manager first so they can help you determine whether what you received is true or not.

(Information courtesy of Headquarters Air Force Recruiting Service Information Protection section)

E-mail maintenance saves time, frustration

By Staff Sgt. John Asselin
Air Force Recruiting Service

E-mail has become the communication mode of choice for many people. Because of this choice, inboxes can fill quickly, causing a problem on the e-mail server with slow downloads and filling limited space.

Individuals are limited to 60 megabytes of space on the e-mail server, according to Master Sgt. Dan McKee, chief of the Air Force Recruiting Service Help Desk. Users get an e-mail notice when they go over 55 megabytes.

"If you go over your limit on the server, you will not be able to send until you clean your e-mail," he said. "Some people in the field will still be able to send, depending on their software, but they still need to clean their e-mail."

Just cleaning the inbox is not enough, according to Sergeant McKee.

"Some people clean out their inbox, but forget, or don't know, to clean out their sent and deleted items," he said. "If you absolutely have to save an e-mail, get it off the server and on your hard drive. Remember, when it is on your hard drive, you are responsible for making a backup copy."

Another way to help manage server space is to avoid sending large e-mails, Sergeant McKee said.
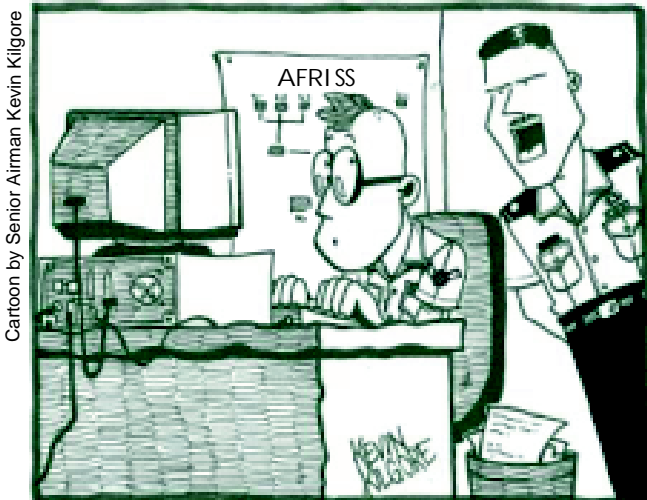
"Do not send huge attachments unless it is mission critical," he said. "Do not send a fancy two meg PowerPoint slide inviting people to a luncheon. Make it a simple e-mail with just text. When you send a big file to everyone in a squadron, its space on the server is multiplied by the number of people in the squadron."

Large e-mails also cause a problem for recruiters in the field, Sergeant McKee added.

"Many recruiters in the field have slow dial-up connections," he said. "In order to get to important e-mails, all have to be downloaded. It could take them an hour to download a fancy invitation just to delete it."

The bottom line is to act when receiving an over-limit notice.

"Each time a user over the limit tries to send an e-mail, they will receive the notice," Sergeant McKee said. "If you get a notification about being over the limit, you have a problem and need to fix it," he said. "If you delete the notice, it just goes to the deleted items on the server and continues to take space."
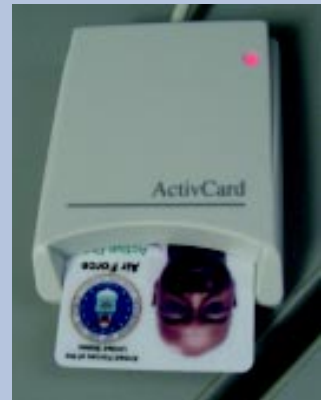

Cartoon by Senior Airman Kevin Kilgore

Airman Perkins, send out an e-mail to let everyone know that the e-mail is down!"

Fast Facts: Common Access Card

• All military personnel, Department of Defense civilians and contractors will be required to have the CAC.

• Recruiters can visit any military installation where the Military Personnel Flight has completed the upgrade to get a CAC — this includes Army, Navy, Marines, Guard and Reserve installations.

• Everyone with a computer in Air Force Recruiting Service will eventually be given a CAC reader for his or her computer.

• Squadron system administrators and workgroup managers will be sent the readers and the Middleware software to install on each computer and laptop.

• Recruiters with a ".com" connection will not be compatible with the CAC reader software; DOD is working on making it compatible.

• CAC body parts
    • Barcode: contains DEERS information
    • Gold computer chip: contains identity certificate, signature certificate and e-mail certificate-unique to each individual

• When you log onto your computer, you will be prompted to place your CAC in the reader and enter your six-digit Personal Identification Number

• When sending e-mail you have the option to send it encrypted – meaning you will be able to send sensitive information like EPRs, OPRs, Social Security Numbers or other Privacy Act information over a secure connection – it puts a secure band around the e-mail and it will require the recipient to enter their PIN to retrieve the message (not for classified use).

• When sending e-mail you will also be able to electronically sign your message – this verifies to the recipient that you are the sender. By October 2003, all e-mail will require an electronic signature.

Reminder:

IT Council works to keep AFRS high-tech

Wireless and satellite Internet connectivity, personal digital assistants and capitalizing on commercial software are just some of the issues the newly formed Air Force Recruiting Service Information Technology Council is evaluating.

The council, which held its first semiannual meeting in March, will help the command fully explore and exploit technology in an effort to bring improved processes and equipment into daily recruiting and staff operations.

Colonel Patricia Priest, Information Systems Division chief and chairman of the council, cites AFRISS improvements as the command's top IT priority. "AFRISS is the equivalent of the central nervous system for the command," she said. "We are committed to our recruiters having the best automated enlistment processing system in DOD, and we think we have it."

ISD recently released numerous reports to replace PROMIS products and also implemented Selection Board Support processes for officer accessions applicants.

"Several of the 8R000s on the IT Council stayed an extra day to work with our staff to identify enhancements the field recruiters would like to see in AFRISS," Colonel Priest said. "We are committed to our customer — the recruiter — and are excited about fielding future enhancements that will make his or her job of   ac-

cessing recruits into the Air Force easier."

In March, the IT Council concluded that while wireless and satellite connectivity are great options for those assigned outside areas wired for digital subscriber lines and cable Internet connectivity, there are some security issues that must be resolved before implementation.

Nevertheless, the Information Assurance Branch is aggressively exploring several different options and should reach final resolution soon, said Chief Master Sgt. Doug Sikat, Information Systems Division superintendent.

Another relatively new technology being explored is personal digital assistants. Plans are underway to allow commanders, superintendents and first sergeants to use PDAs for scheduling, appointments, notes and more. Long-range plans include wireless e-mail capability by using "Blackberry" PDAs, currently the Air Force standard for senior leaders. If using PDAs proves beneficial, you may see the technology and convenience of a PDA in every recruiter's toolbox he said.

Saving money is another IT Council goal and the chief said one way they plan to do this is by capitalizing on commercial off the shelf software programs. These are programs the Air Force has already purchased such as Microsoft Word, Excel and Access. They come already licensed and ready for use on every laptop and desktop computer. However, accord-

ing to the council, you have to fully understand their capabilities in order to maximize their value.

"We're not using COTS to our full advantage," the chief said. "In a lot of cases people are purchasing additional software or bringing in professional software developers to find solutions that already exist. One way to eliminate this type of duplication is formal Microsoft Office training available on most Air Force bases or online through computer-based training."

These and other technological ideas are what the IT Council is accepting for their next meeting, scheduled for September.

The council includes a cross-section of members – from individual recruiters to Headquarters AFRS staff members. Representatives from Air Education and Training Command, Air Force Reserve Command, Air National Guard and Air Force Officer Accessions and Training Schools also attend meetings to help ensure the council considers major command and total force concerns.

AFRS field council members were nominated by their units and selected by their respective group commanders according to Chief Sikat. "Although most nominees were computer-savvy, we were sure to include members who were technology-challenged. This ensures we get a big picture perspective versus what's popular among the techies," he said.

Anyone with ideas or technology issues they'd like to bring to the council's attention should contact Chief Sikat by e-mail at Douglas.Sikat@rs.af.mil.

Air Force notes

Tuition assistance

The Air Force will pay 100 percent of tuition costs and all fees required for enrollment for off-duty college-level courses, beginning Oct. 1. This offer is not to exceed $250.00 per semester hour with an annual cap of $4,500. Tuition assistance can- not be used for purchase of textbooks unless included in academic institution's published tuition rates.

Contact your local education office for more information regarding the TA policy.

Medal

All military personnel serving on active duty before or after Sept. 11, 2001 are authorized to wear the National Defense Service Medal.

Recruiter ribbons

Wear of the Recruiter Ribbon has been expanded to include AFRS members in the following supervisory and support roles upon completion of a three-year tour:

- commanders at the squadron and higher level completing a successful tour (even if less than three years)

- HQ AFRS chaplains and medical officers assigned to RSOC

- deputy commanders and all medical officers at the RCGs

- medical officers, first sergeants, PA NCOs and IM NCOs assigned to marketing at the RSCs

On a case by case basis, commanders, division chiefs and functional staff may request the ribbon for other AFRS members who routinely meet with influencers and potential recruits, and speak to diverse audiences for the purpose of promoting Air Force opportunities.

This change does not alter ribbon wear criteria for those with the 8R00 or 83R0 Air Force Specialty Codes.

Business cards

Air Force Recruiting Service now has the authority to approve business cards for personnel involved in recruiting activities.The following personnel are authorized AFRS business cards:

• Headquarters AFRS – all division chiefs, all chaplains, finance, inspector general, legal, all public affairs officers and NCOs, medical officers assigned to RSOC and all personnel with 8R000 or 83R0 Air Force Specialty Codes;

• Headquarters recruiting groups – commanders, deputy commanders and all personnel with 8R000 or 83R0 AFSCs;   • Recruiting squadrons – commanders, deputy commanders, first sergeants, public affairs NCOs, information managers assigned to marketing, systems administrators, logisticians and all those with 8R00 or 83RO AFSCs.

Because business cards are an essential part of Air Force promotional efforts, commanders, division chiefs and functional staff may request business cards for other personnel who routinely travel, and/or meet with influencers and potential recruits. These request must be routed through command channels for approval by the AFRS commander or vice commander.

We are all recruiters

Airman 1st Class Robert Springer and Staff Sgt. Michael Rush, 88th Security Forces Squadron, Wright-Patterson Air Force Base, Ohio, speak with a race fan May 18 as part of the national Air Force Experience F-16 simulator display at the Indianapolis Motor Speedway in support of Air Force recruiting. Indianapolis Motor Speedway serves as host to military displays each year as part of its celebration of Armed Forces Day. On the final weekend of practice and qualifications for the 86th Indianapolis 500-Mile Race, the two 88th SFS members displayed various pieces of equipment used in performing their job both on base and in deployed locations and spoke with race fans about their jobs and Air Force opportunities.

Recruiter's Toolbox

DEP SPOUSE MEETING/ PLAY GROUP - Event is run with recruiter and his spouse for married applicants before the applicant heads for BMT and continues with the spouses while the applicant is away. SSgt D'Artagnan Witherspoon, 311th RCS, (440) 951-5300

PARK BENCH USED FOR ADVERTISING - Recruiter uses the services of an advertising company to place the recruiter's business card on a park bench outside the local department store. Lt Col Steven Walsh, 338th RCS, (937) 257-6070

PAPER FOLDING MACHINE - OA obtained an automatic letter folder that has increased the number of quarterly mailings and eliminated numerous work hours. Capt Barbara Powers, 348th RCS, (501) 987-5947

AIR FORCE FLYING RINGS SPI -Flying rings were purchased as an SPI for Spring Break activities. They were very popular and provided a lot of exposure with potential applicants. TSgt Renee Kirkland, 331st RCS, (334) 416-4007

PLAY TO WIN INSTEAD OF NOT TO LOSE - Prior to the start of each month, the flight chiefs get together to discuss objectives for the next month and to set a make goal day. SMSgt Thomas Mott, 330th RCS, (317) 377-6972

FLYERS ON PIZZA BOXES - Recruiter made arrangements with the owner of a local pizza place to attach "Air Force Advantages" flyers to their pizza boxes. MSgt Ed Dyson, 333rd RCS, (321) 267-2689

GYM CLASS - Set up a day-long school gym visit. Demonstrate proper exercising techniques and get the students involved by giving out prizes to whoever does the most push-ups or sit-ups. SrA Eric Parker, 314th RCS, (973) 927-6826

ZONE PROSPECTING AT STORES - Visit any big department store after 9 p.m. and talk with people putting up stock; most of these people are looking for a better life. TSgt Jeff Duncan, 332nd RCS, (256) 236-2343

E-MAIL FINANCE TIPS are sent out monthly on various accounting and finance tips like TSP, SGLI, changes in BAS/ BAH or POV mileage rate increases. TSgt Jeffrey Howard, 339th RCS, (810) 463-9623

DEPPER BIOS IN NEWSPAPERS - Recruiter recently got high schools to print bios of his DEPpers in their school newspapers. Bios include reasons why they joined the Air Force and what career choice they made. 1st Lt Anthony Min, 362nd RCS, (909) 655-5436

SUBSTITUTE TEACHERS - Some flights send letters to school officials stating they are available to be substitute teachers for their school. SMSgt Lanny McGriff, 317th RCS, (301) 567-6708

COMPREHENSIVE TRAINING BINDER FOR FLIGHT CHIEFS – Binder serves as a blue print for training recruiters and managing their flights. TSgt Reggie Hamilton, 337th RCS, (803) 895-2782

P romotions

Lieutenant Colonel
Michael P. Hughes — 361 RCS

Captain
Jason L. Williams — HQ AFRS
Victor R. Pickett — 313 RCS
William R. Wilson — 317 RCS
Sharon K. Kibiloski — 341 RCS
Jonathon D. Ness — 342 RCS

First Lieutenant
Craig A. Nordskog — HQ AFRS

Chief Master Sergeant
Salvatore Lagudi — HQ AFRS
Jeffrey C. Dodson — 362 RCS

Senior Master Sergeant
Elliot C. Clark — HQ AFRS
Kevin M. Howard — 314 RCS
Melvin L. Kimberlin — 338 RCS

Master Sergeant
Anne M. Dewitt — HQ AFRS
Daniel J. McKee — HQ AFRS
Virgil D. Scott — 314 RCS
Jeffrey S. Honeycutt — 317 RCS
Margaret R. Jute — 317 RCS
Moses Woodard, Jr. — 331 RCS
Timothy A. George — 332 RCS
Anthony W. Collier — 333 RCS
Victor Garcia — 333 RCS
Timothy C. Monroe — 336 RCS
James L. Cadwell — 343 RCS
Richard A. Johnson II — 343 RCS
Jeffrey F. Lewis — 348 RCS
Laura R. Lindsey — 362 RCS
Dana M. Hannon — 364 RCS

Technical Sergeant
Cynthia M. Woodruff — HQ AFRS
Keith J. Waltz — 313 RCS
John Konkolics — 314 RCS
Christopher J. Roome — 314 RCS
Kenneth L. Harry — 317 RCS
Clifford Kinchen, Jr. — 317 RCS
Michael Cattafi III — 318 RCS
Anthony R. Evans, Jr. — 330 RCS
Richard E. Miller — 338 RCS
Jeffrey S. Gregor — 339 RCS
Brian R. Watt — 342 RCS
Meelondrell T. Shabazz — 344 RCS
Steven R. Valentine — 344 RCS
Andrew P. Jones — 345 RCS
Brad M. Incrocci — 347 RCS
Teresa D. Wicinske — 347 RCS
Thomas G. Herron II — 361 RCS
Bethany Miller — 361 RCS
Francisco B. Campos — 362 RCS
John R. Jansen — 362 RCS
Sean D. Otoupalik — 362 RCS
Tiwany Heard — 364 RCS
Timothy D. Mackley — 364 RCS
Michael L. Wolfe, Jr. — 364 RCS
Brent L. Smith — 367 RCS
Melissa Ann Austin — 368 RCS
Lance L. Johnson — 368 RCS
Karen E. Fabian — 372 RCS
Lawrence S. Hollingsworth — 372 RCS

Staff Sergeant
Jose L. Oliveras — 313 RCS
Roger F. Clark — 319 RCS
Richard T. Dimson — 369 RCS

G raduations

School house

TSgt William J. Lisowski - Muskegon, Mich.
TSgt Cleon Peoples - Orlando, Fla.
TSgt Brian T. Phillips - Van Nuys, Calif.
TSht Norman W. Boring IV - Scranton, Pa.
TSgt Richard D. Tubbs - Thousand Oaks, Calif.
SrA Karim A. Watson - Concord, Calif.
SSgt Craig E. Blevins - Gadsden, Ala.
TSgt Charles R. Kehoe II - Las Vegas, Nev.

TSgt Kevin E. Geeting - Tyler, Texas
SSgt Wendy Berry - Charlotte, N.C.
SSgt Bruce S. Bixby - Woodbridge, Va.
SrA Jesse C. Tremer - Pensacola, Fla.
SrA Jered L. Jackson - Farmington, Mo.
SSgt Richard K. Cring - Wilkes Barre, Pa.
SSgt Jason D. Crowder - Valdosta, Ga.
SSgt Marty L. Bradley - Sanducky, Ohio

AFRS/PA
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Randolph AFB TX 78150-4527

RECRUITING TODAY ... TO WIN TOMORROW